

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

**PART 1-A: LATERAL MOVES** (To be completed only by attorneys who have changed positions since selection/renewal in 2004 or who are moving to a new position before May 1, 2006.)

**Notice:** Lateral moves within the Department may affect receipt of ASLRP benefits. Attorneys who moved or are going to move to a position other than the one held at the time of selection for ASLRP should review the Department policy regarding continuation of ASLRP incentives for current beneficiaries. The policy and a summary chart are posted at [www.usdoj.gov/oarm](http://www.usdoj.gov/oarm) under the Attorney Student Loan Repayment Program link.

**A. Position Information:** Place an “X” in the block that best describes your move and enter the requested information:

<b>1</b>	I moved to another position within the <u>same</u> component or US Attorney's Office.  My new position is: _____  My former position was: _____
<b>2</b>	I moved to another position in a <u>different</u> component or US Attorney's Office (e.g., from Trial Attorney, Tax Division to Trial Attorney, Antitrust Division; or from Criminal Division to a U.S. Attorney's Office; from the Eastern District of Virginia to the Western District of Texas)  My new position is: _____  My former position was: _____
<b>3</b>	<b>This move was:</b> (Check the appropriate block) <input type="checkbox"/> <b>Voluntary</b> → <input type="checkbox"/> <b>Involuntary</b> → <input type="checkbox"/>

**B. Justification. Prepare a written justification as described below.**

The Program Administration Panel will carefully consider your responses to the information requested below in items 1 through 5, below. Please address the categories in the order specified. Appropriate responses will be succinct, well organized, and relevant to the specific category. You must provide a response to each enumerated category, 1 through 5. Areas of interest are listed in italics under some of the categories. You are not required to respond to each listed area of interest. These are suggestions intended to assist you identify the relevant topics for that category. You may include similar information not specifically identified.

Enter your name on the top left side of each page of your justification and number the pages of your justification consecutively.

**1. Education:** Please summarize your legal educational background.

*Areas of interest include law school academic background, participation in law review or competitive moot court (e.g., Jessup Cup, etc – not mandatory first-year moot court), graduate law degrees, other advanced degrees, and continued professional education or training. Please highlight any significant honors or achievements. Do not address judicial clerkships.*

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**(PART 1-A, Continued)**

**2. High or Unique Qualifications Relevant to DOJ Duties – or – Special Need of the Department:** (Your response to this category may not exceed 1 page.)

- You must justify ASLRP selection based on one or both of these elements.
- You may articulate how you meet any published component qualifications (posted on Appendix A) for your assigned component. If there is nothing for your component listed on Appendix A or you do not meet the listed qualifications, then you must provide a justification sufficient for the Department to find that you meet one of the elements above.
- You must explain how your qualifications, special skills, training or your ability to meet a special Department need impact on your current duties.

*Areas of interest may include:*

*a. Whether you meet specific component-identified qualifications for the position to which you are currently assigned (e.g., membership in specialty bar (e.g., Patent Bar) or other professional qualifications relating to attorney's duties (e.g., CPA, Patent Agent), undergraduate or advanced degrees in fields relevant to DOJ component's practice, foreign language fluency (e.g., must possess professional proficiency in the spoken and written language and be able to conduct legal business associated with your DOJ position, etc.) See Appendix A for a listing of component-identified qualifications. (Please note, you must actually be assigned to the component in order to justify ASLRP using Appendix A qualifications. For example, do not base your justification on qualifications listed by the Antitrust Division if you are assigned to the Criminal Division).*

*b. Judicial Clerkship (if relevant to your current duties).*

*c. Other knowledge, skills, experience, education, prior employment, or training that contributes to your effectiveness as a DOJ attorney.*

*d. Assignment to a component-designated "hard-to-fill" location (also listed on Appendix A). You must actually be assigned to the listing component.*

*e. The manner in which you contribute directly to accomplishment of one or more DOJ Strategic Goals.*

- 1. Prevent Terrorism and Promote the Nation's Security*
- 2. Enforce Federal Laws and Represent the Rights and Interests of the American People*
- 3. Assist State, Local, and Tribal Efforts to Prevent or Reduce Crime and Violence*
- 4. Ensure the Fair and Efficient Operation of the Federal Justice System*

**3. Demonstrated Potential Based on Objective Accomplishments:** This area focuses on your overall potential as demonstrated by performance, activities, and accomplishments. *Areas of interest include:*

- *Performance evaluations*
- *Ability to train or mentor others*
- *Pro bono or other volunteer or public service activities*
- *Other service to the Component or the Department (e.g., represents the component as a public speaker, moot court judge for law school competitions, legal recruiting activities, etc.)*
- *Demonstrated leadership*
- *Increased responsibility*

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**(PART 1-A, Continued)**

**4. The Basis for a Determination of Recruitment or Retention Difficulty:** Please articulate a basis for a determination of the degree of recruitment or retention difficulty.

- *You may use factors listed in Appendix B, or other relevant factors that you articulate.*
- *Attorneys already on duty with the Department must address the extent to which their departure would affect DOJ's ability to carry out an activity or perform a mission-essential function.*

**5. Short Essay:** Provide a short essay (not to exceed 1 page) discussing either the greatest challenge you faced in pursuing your legal career or your greatest contribution to the legal profession, your component or the Department.